U.S. Bank Access® Online

Online Registration

Quick Start Guide
Version 2-9
Cardholders

Online Registration

The first step in using Access Online to review your account information and statements is to register online. When you register online, you select your user ID, select your password, specify your contact information, and register your accounts. After you complete this process, you are ready to begin using Access Online.

If your program is not set up with online registration, then your Program Administrator has already registered you, and you can log in to Access Online right away. (Refer to the *Access Online: Navigation Basics* user guide for procedures on logging in.)

Learn More: Refer to the *Access Online: Glossary* for definitions of terms in Access Online.

Online Registration
Add Accounts

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

* = required

Organization Short Name: *

Acme

2 . Type your organization short name.

3 . Specify your account information.

Account Number: *

4321123412341234

Account Expiration Date:
Month* Jan

Year* 2018

Register This Account   **Additional Account**

<<Back to Login Page

4 . If you have only one account, click **Register This Account** button.

5 . If you need to register another account, click the **Additional Account** button and specify the account information. Click the **Register This Account** button when you have specificed all your accounts.

Tip! If you make a mistake in typing your information, then Access Online displays an error message. If you receive this error message, then check your entries for formatting (e.g., that you do not have spaces in your account number), correct the information, and continue. If you are not able to continue, then contact the Help Desk or your Program Administrator for assistance. If you become locked out of the registration, your Program Administrator can unlock you.

If you do not complete a required field (designated with an asterisk on the screen), then Access Online displays the following error message: "A required field has been left blank, please complete." If you receive this error message, then check the required fields and complete the blank ones.

Access® Online

Log Out

Licensing Agreement

Please read and accept the Licensing Agreement to continue.

Access Online Terms of Service

1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESS ONLINE

Access Online, owned and operated by   Bank, is provided to the customer under the terms and conditions of this Access Online Terms of Service (ATS) which incorporates by reference any operating rules or policies that may be published by   Bank. The ATS as it may hereafter be amended or modified without notice, comprises the entire agreement between Customer and Bank and supersedes all prior agreements between the parties regarding the subject matter contained herein. By logging on to Access Online and clicking the "I Accept" button, you are indicating Customer's agreement to be bound by all of the terms and conditions of the ATS and that you have the authority to so agree on behalf of Customer.

If any provision(s) of the ATS is held by a court of competent jurisdiction to be contrary to law, then such provision(s) shall be construed, as nearly as possible, to reflect the intentions of the parties with the other provisions remaining in full force and effect.

        Bank's failure to exercise or enforce any right or provision of the ATS shall not constitute a waiver of such right or provision unless acknowledged and agreed to by   Bank in writing.

Customer and   Bank agree that any cause of action arising out of or related to this Access Online must commence within one (1) year after the cause of action arose; otherwise, such cause of action is permanently barred.

The section titles in the ATS are solely used for the convenience of the parties and have no legal or contractual significance.

6 . Review the licensing agreement.

I Decline

7 . Click the **I Accept** button.

I Accept

Online Registration
Password and Contact Information

Organization Short Name: CMEA

User ID & Password

* = required

Please enter an ID between 7-20 alphanumeric characters and a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

User ID: *

Password: *

Re-enter New Password: *

Required fields have red asterisks.

8. Type a user ID between 7 – 20 alphanumeric characters.

9. Specify your password by typing your password two times.

Authentication
Please select three unique authentication questions and responses. This information will be used in the event that you forget your password.

Authentication Question 1:

Authentication Response 1: *

Authentication Question 2:

Authentication Response 2: *

Authentication Question 3:

Authentication Response 3: *

10. Specify your authentication questions and responses.

11. Specify your contact information.

Contact Information

First Name: *   Last Name: *   MI:

Address 1: *   Address 2:

City: *   State/Province: *   Zip/Postal Code: *

Country: *

Phone Number: *   Fax Number:

Email Address:

Cancel Registration   Continue

12. When you are done, click the **Continue** button to log in.

Tip! Your password must be 12 – 99 alphanumeric characters. Your password must contain *at least* one uppercase letter, one lowercase letter, one number, and one special character. You cannot use any part of your user ID, your first name, or your last name. You cannot reuse a password for 12 months. Passwords are case-sensitive.

Allowed Special Characters

!	#	$	%	~	|	`
'	(	)	=	+	/	@
,	-	.	:	;	?	*
_	<	>	{	}		

Learn More: Access Online requires all users to set three authentication questions and answers. This practice increases the security of system access and thus protects the account information in Access Online. If you registered online, then you set your authentication questions answers then. You can update your questions and answers at any time using the My Personal Information function. Refer to the *Access Online: My Personal Information* user guide. You also answer one of your questions if you use the Forgot Your Password function. Program Administrators can view, but not edit, your questions. Program Administrators cannot view your answers. Help desk staff can also see your questions, but not your answers. Help desk staff can only validate as correct/incorrect the answers you give them on the telephone.